

2019

**SADCA MEMBERSHIP
ADMISSION PROCEDURE
SOUTHERN AFRICAN DEVELOPMENT
COMMUNITY COOPERATION IN
ACCREDITATION**

This document outlines the admission process for the Ordinary, Associate and Stakeholder Membership categories of the SADCA.

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1. PURPOSE

This document outlines the application and admission process for the various Membership categories of the Southern African Development Community Cooperation in Accreditation (SADCA) namely Arrangement, Ordinary, Associate and Stakeholder Membership.

2. SADCA MEMBERSHIP APPLICATION PROCESS

2.1 The following application forms are available on the SADCA website at www.sadca.org :

- SADCA F005 “Application for Stakeholder Membership Status”
- SADCA F004 “Application for Associate Membership Status”
- SADCA F003 “Application for Ordinary Membership Status”
- SADCA F007 “Application from an Accreditation Body to join the SADCA Arrangement”.

2.2 Applicants must complete in full the appropriate application form and submit it with all associated documentation as required in the relevant application form.

2.2.1 Applicants for **Arrangement membership** shall submit evidence of their appointment or recognition by the government of the member state in which they operate and their legal establishment. In addition, all the documents as required in the F007 application form, item 23, must be submitted, i.e.:

- i) The applicant's quality manual in which the policies and procedures of the applicant and the responsibility for implementation of the quality system are clearly designated. Full details of the staffing of the applicant including numbers and functions of its operational staff, their backgrounds and length of experience in assessment and accreditation of conformity assessment bodies shall also be provided, if not contained in the quality manual;
- ii) All accreditation criteria and associated generally applicable criteria that the applicant publishes;
- iii) All other published criteria, including formal rules or regulations that apply to the applicant's operation and the responsibilities and obligations of its accredited bodies;
- iv) A cross-reference table between each clause, sub-clause or specific requirement of the recognition criteria in IAF/ILAC A2 section 2 and the documentation of the applicant (please use SADCA F026)
- v) The self-evaluation report based on IAF/ILAC A3;
- vi) ABs for laboratories/inspection bodies – a report on interlaboratory comparisons and proficiency testing activities;
- vii) All procedures and policies required by ISO/IEC 17011;
- viii) AB's for certification bodies – a list of foreign critical locations; and
- ix) For testing and calibration laboratories and inspection bodies – information about the available sources of metrological traceability, e.g. a list of recent international comparisons in which the economy's national metrology institute (NMI) or designated institutes have been



involved and/or, when applicable, reference to the NMI's calibration and measurement capabilities (CMC) as published on the BIPM website.

2.2.2 Applicants for **Ordinary membership** shall submit evidence of their appointment or recognition by the government of the African member state in which they operate, and their legal establishment. In addition, all the documents/information as required in the F003 application form must be submitted, i.e.:

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- i) If a signatory to an ILAC/IAF recognised region, evidence thereof;
- ii) Evidence of any bilateral arrangement, if applicable;
- iii) Scope of the applicant's acceptance to Arrangements, where applicable;
- iv) Details of the accreditation services provided by the applicant, the applicable standard applied, and the number of accredited organisations per scope of application; and
- v) An organisational chart illustrating its structure, how it fits into any larger organisation if relevant, and its accreditation activities.

2.2.3 Applicants for **Associate membership** shall submit evidence of their appointment or recognition by the government of the African member state or sub-regional block in which they operate, and their legal establishment. In addition, all the documents/information as required in the F004 application form must be submitted, i.e.:

- i) Evidence of formal endorsement by government or sub-regional block of participation in another recognition mechanism such as a national coordination body.
- ii) Evidence of any recognition agreements / bilateral arrangement entered into;
- iii) Information regarding relationships with any other accreditation bodies operating in your country or sub-regional block;
- iv) In the case of recognition either across industry or within a significant industry sector, provide documentary evidence as to the extent of its recognition, which should include evidence addressing each of the following points:
 - A significant number of accredited facilities in one or more sectors;
 - Substantial market penetration of facilities operating within one or more industry sectors;
 - A history of accreditation and experience with surveillance of accredited facilities;
 - Evidence of recognition by specifiers and purchasing bodies;
 - Evidence of any formal appraisal by an external body;
 - Other evidence as the applicant may deem relevant.
- v) Details of the accreditation services provided by the applicant, the applicable standard applied, and the number of accredited organisations per scope of application;
- vi) Information on the sectors from where your accredited entities are drawn (ie. government, industry/private, other countries)
- vii) An organisational chart illustrating its structure, how it fits into any larger organisation if relevant, and its accreditation activities.



2.2.4 Applicants for **Stakeholder membership** shall submit evidence of either, as applicable:

- i) Their legal status, formal establishment or recognition as an African accreditation cooperation body by the Member State in which they operate, and the formal nomination of the nominated representatives; or
- ii) Evidence that they are a group with an interest in accreditation matters, such as a national authority/regulator association, CAB, industry association, manufacturer, consumer, government representative, other regional, continental and international cooperation in accreditation.

In addition, all the documents/information as required in the F005 application form must be submitted, i.e.:

- i) Information on the nature and aims of the organisation and its association to accreditation activities;
- ii) Information on the type of recognition within your country or sub-regional block (i.e.; Formal recognition as an accreditation body, in the process of being accredited by a SADCA member, substantial industry recognition either across industry or within a significant industry sector.)
- iii) In the case of recognition either across industry or within a significant industry sector, provide documentary evidence as to the extent of its recognition, which should include evidence addressing each of the following points:
 - A significant number of accredited facilities in one or more sectors;
 - Substantial market penetration of facilities operating within one or more industry sectors;
 - A history of accreditation and experience with surveillance of accredited facilities;
 - Evidence of recognition by specifiers and purchasing bodies;
 - Evidence of any formal appraisal by an external body;
 - Other evidence as the applicant may deem relevant.
- iv) The identity of the accreditation body members under your purview;
- v) A description of your regional or international activities.
- vi) The number/origin of members under your organisation.
- vii) The reason(s) for your application.

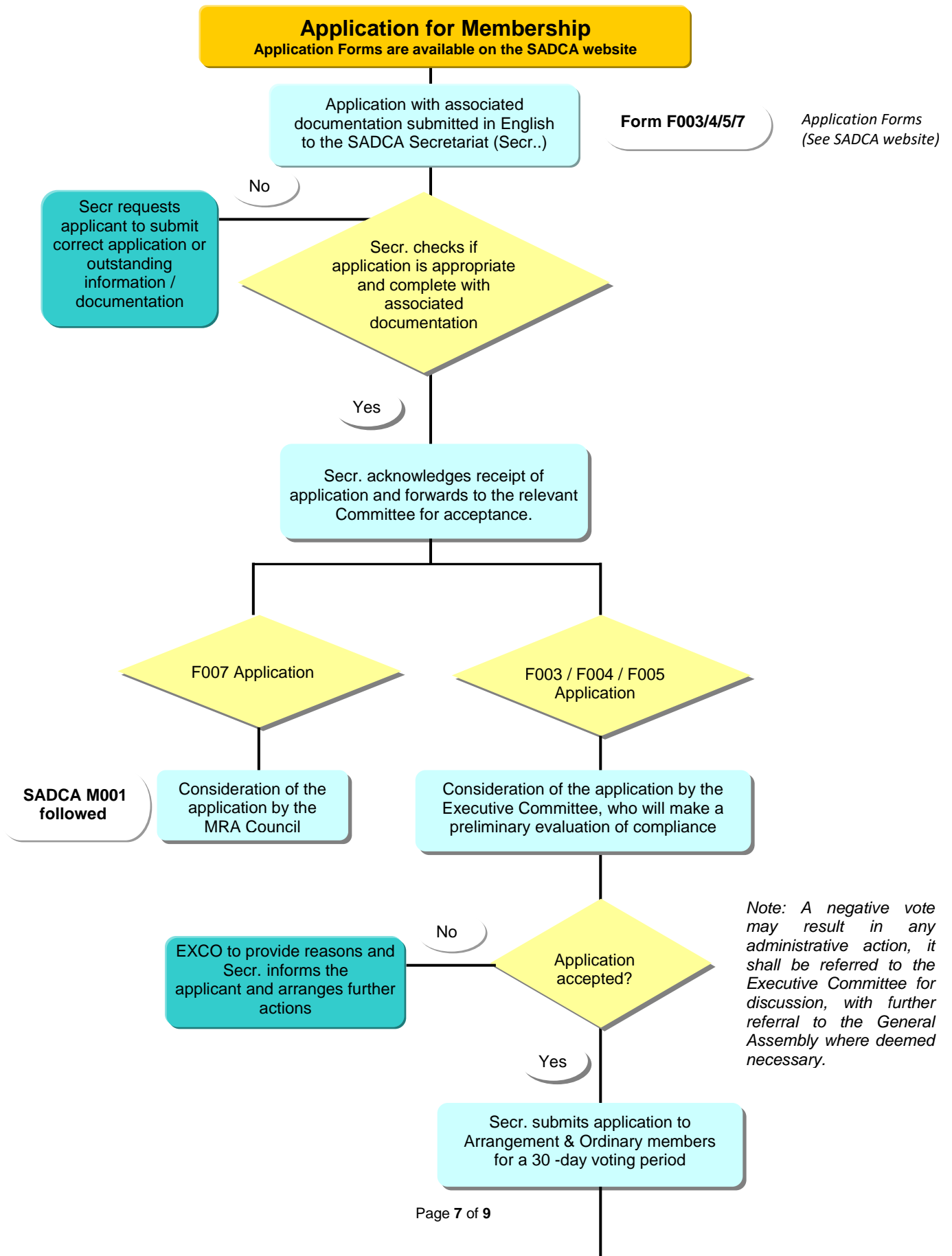
2.3 Applications and all associated documentation must be submitted in English to the SADCA Secretariat at fikiles@sanas.co.za .

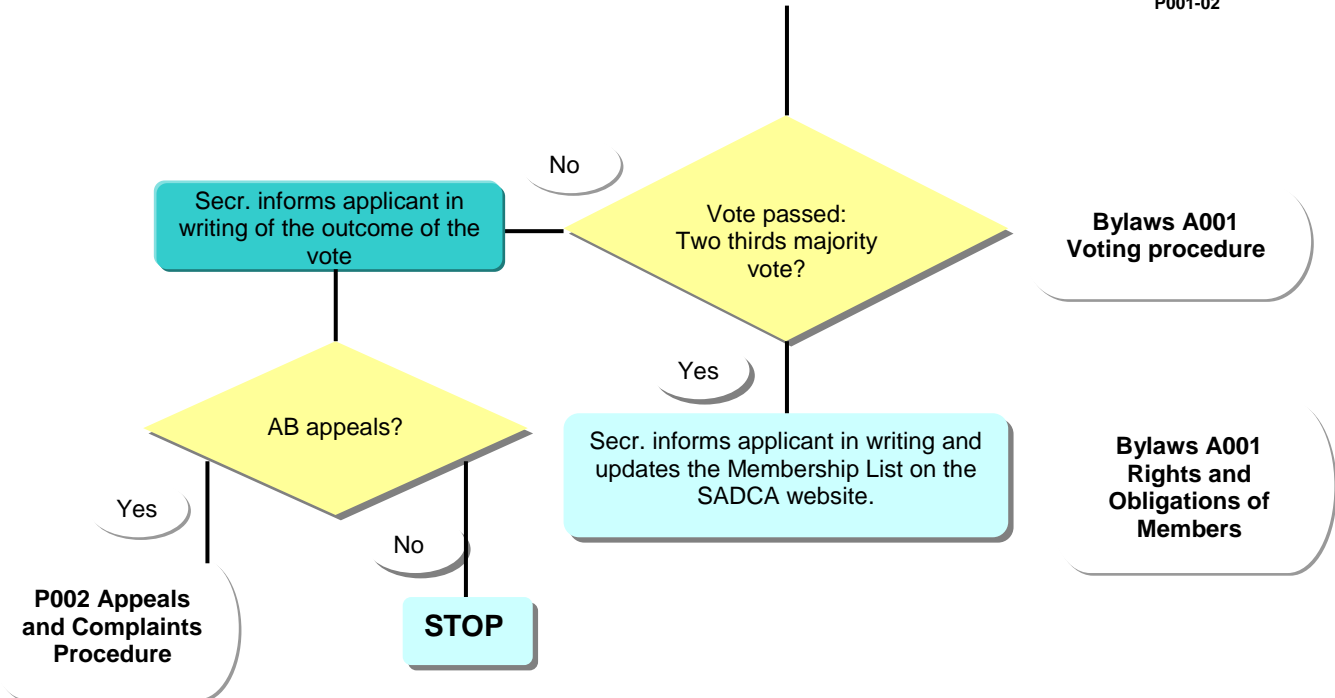
2.4 Refer to the SADCA Bylaws (SADCA A001) for the information on and requirements for the various membership category types, including the rights and obligations of membership.

2.5 All applicants shall agree to abide by the rights and obligations of membership in the SADCA Bylaws (A001) and the relevant SADCA Policies and Procedures.



2.6 The flowchart below describes the application process:





Note: A body not able to satisfy one or more of the conditions for the Membership category applied for may be considered eligible for another Membership category, if it meets the appropriate requirements.



ANNEX A: AMENDMENT RECORD

Proposed by	Section	Change
Secretariat	Annex A	Inclusion of an Amendment Record
Secretariat	All	Complete re-write of the procedure